

## Request Refund of Duplicate Filing Fee

### Important Points to Keep in Mind

- ✓ **DO NOT submit a request for refund until you receive an email from the Clerk's Office.** The Clerk's Office conducts daily Internet payment audits. If it is determined that you made a duplicate payment or a payment without submitting the filing documents, you will be contacted via email by a Clerk's Office staff member. The case number used in this documentation is for illustration only. **Use the case number provided to you in the email from the Clerk's Office.**
- ✓ You must draft a pleading or letter requesting the refund. This document must be in PDF format.
- ✓ After you file your request for refund, the Clerk's Office will submit a refund request to pay.gov who will then send you an email confirming the credit to your credit card account.
- ✓ Pay.gov is a service that is used by the District Court to process filing fees. It is **not** a department of, or managed by the District Court.
- ✓ Please review the General Order regarding refund of filing fees paid electronically. This order is available at <http://10.205.15.104/PRESS/GeneralOrder102607PDF> and the end of this document.

1. Click on the **Other Documents** link.



2. Type in the case number provided in the email from the Clerk's Office.
3. Click **Find This Case.**

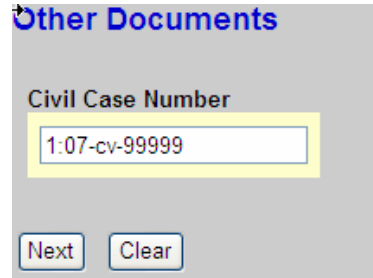
A screenshot of a web form titled "Other Documents". It has a label "Civil Case Number" above a text input field. The input field contains the text "07-CV-99999". To the right of the input field is a button labeled "Find This Case". Below the input field and button are two more buttons: "Next" and "Clear". A red bracket is drawn under the input field, highlighting the case number.

**This is a SAMPLE case number. Enter the case number provided in the email from the Clerk's Office.**

## Request Refund of Duplicate Filing Fee

4. Click **Next**.

**This is a sample case number, only. Make sure the case number showing is the one provided to you in the email from the Clerk's Office.**



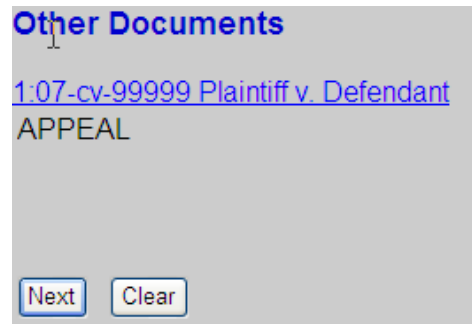
Other Documents

Civil Case Number

1:07-cv-99999

Next Clear

5. Click **Next**.



Other Documents

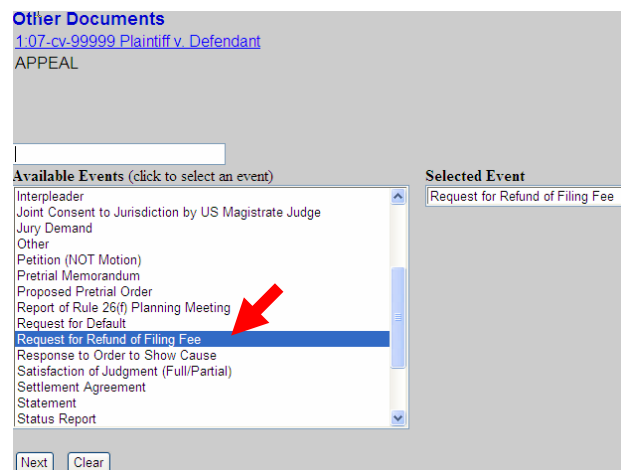
1:07-cv-99999 Plaintiff v. Defendant

APPEAL

Next Clear

6. Scroll down and select **Request for Refund of Filing Fee**.

7. Click **Next**.



Other Documents

1:07-cv-99999 Plaintiff v. Defendant

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Available Events (click to select an event)

- Interpleader
- Joint Consent to Jurisdiction by US Magistrate Judge
- Jury Demand
- Other
- Petition (NOT Motion)
- Pretrial Memorandum
- Proposed Pretrial Order
- Report of Rule 26(f) Planning Meeting
- Request for Default
- Request for Refund of Filing Fee**
- Response to Order to Show Cause
- Satisfaction of Judgment (Full/Partial)
- Settlement Agreement
- Statement
- Status Report

Selected Event

Request for Refund of Filing Fee

Next Clear

## Request Refund of Duplicate Filing Fee

8. Select the filing party.

9. Click **Next**.

**Other Documents**  
[1:07-cv-99999 Plaintiff v. Defendant](#)  
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Select the **filer**.

Select the Party:

Defendant [Defendant]  
Plaintiff [Plaintiff]

[Add/Create New Party](#)

Next Clear

10. Click **Browse**.

**Other Documents**  
[1:07-cv-99999 Plaintiff v. Defendant](#)  
APPEAL

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

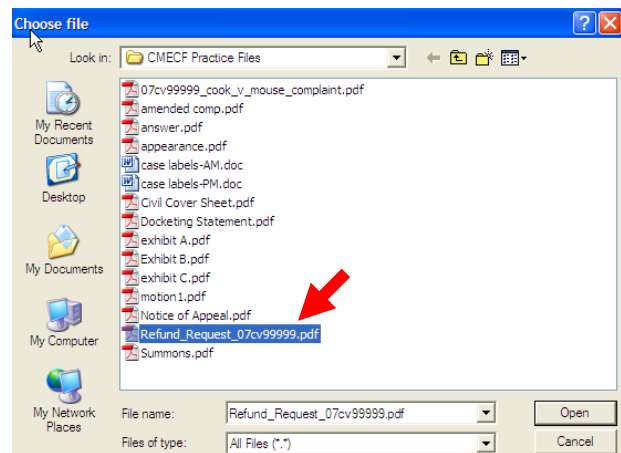
[Browse...](#)

**Attachments to Document:** ☒ No ☐ Yes

Next Clear

11. Select the file that contains your request for a refund.

12. Click **Open** to upload the file.



## Request Refund of Duplicate Filing Fee

13. Verify that the correct file was uploaded.
14. Leave the **Attachments** radio button selected to **No**.
15. Click **Next**.

**Other Documents**  
[1:07-cv-99999 Plaintiff v. Defendant](#)  
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Select the pdf document (for example: C:\199cv501-21.pdf).

**Filename**  
tice Files\Refund\_Request\_07cv99999.pdf

**Attachments to Document:** ☒ No ☐ Yes

16. Enter the refund amount requested.
17. Check the box **Should the document you are filing ...**
18. Click **Next**.

**Other Documents**  
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Please enter amount of refund. \$350.00

☒ Should the document you are filing link to another document in this case?

Filed  to

Documents  to

19. Check the box next to the filing event related to your refund request.

☐ 10/29/2007 32 COMPLAINT filed by Plaintiff, Filing fee \$ 1, receipt number 0752000000000160130. (Attachments: # 1 Civil Cover Sheet, # 2 Summons) (Test, Attorney)

☒ 10/29/2007 33 COMPLAINT smith v. mouse filed by Plaintiff, n. Filing fee \$ 1, receipt number 0752000000000160132. (Attachments: # 1 Civil Cover Sheet, # 2 Summons) (Test, Attorney)

☐ 10/30/2007 34 Corrected appearance form by Plaintiff for entry 22 (Test, Atty)

☐ 10/30/2007 35 TEST: This is just to see if you get an email. (nlf, )

☐ 10/30/2007 36 NOTICE of appeal by Plaintiff Filing fee \$ 455. (nlf, )

20. Enter the case title in the box\*.
21. Click **Next**.

**\*If you filed and paid without submitting a document there will be no case title.**

**Other Documents**  
[1:07-cv-99999 Plaintiff v. Defendant](#)  
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Docket Text: Modify as Appropriate.

REQUEST for refund of filing fee in the amount of \$350.00 regarding complaint[33] by Plaintiff Smith V. Mouse (Test, Attorney)

## Request Refund of Duplicate Filing Fee

22. Verify the docket entry.

23. Click **Next**.

### Other Documents

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Docket Text: Final Text

**REQUEST for refund of filing fee in the amount of \$350.00 regarding complaint[33] by Plaintiff Smith V. Mouse (Test, Attorney)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):

F:\CMECF - Attorney\CMECF Practice Files\Refund\_Request\_07cv99999.pdf pages: 1

24. Wait for the Notice of Electronic Filing (NEF) to display.

**Processing**

Processing... please wait.

### Other Documents

[1:07-cv-99999 Plaintiff v. Defendant](#)

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United States District Court

Northern District of Illinois - CM/ECF TEST, Ver 3.1.1

### Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 11/1/2007 at 8:15 AM CDT and filed on 11/1/2007

Case Name: Plaintiff v. Defendant

Case Number: [1:07-cv-99999](#)

Filer: Plaintiff

Document Number: [37](#)

Docket Text:

**REQUEST for refund of filing fee in the amount of \$350.00 regarding complaint[33] by Plaintiff Smith V. Mouse (Test, Attorney)**

1:07-cv-99999 Notice has been electronically mailed to:

Attorney Test ted\_newman@ind.uscourts.gov

Make sure that you either print a copy of the NEF for reference or write down the document number. **You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.**

## **Request Refund of Duplicate Filing Fee**

### **UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS GENERAL ORDER 07 – 0023 GENERAL ORDER ON ELECTRONIC CASE FILING**

#### **Excerpt regarding refund of erroneous or duplicate payments:**

(D) The Clerk of Court is hereby granted the authority to authorize refunds upon written request by a party who has inadvertently made erroneous or duplicate payments on line. All approved refunds shall be processed through the electronic credit card system. In the event that a particular attorney or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the Clerk of Court may request that the Court issue an order to show cause why further requests for refunds should be considered. If a credit card transaction is invalid for any reason or if the credit card processing function in CM/ECF is experiencing problems, payment must be made within two business days. Summons will not be issued until the fee is paid by credit card, check, cash, or money order. If the case is an emergency filing, the filer must bring the paper document.